

### ***Resources Analyst – GS-12***

#### **Introduction**

The Resources Analyst position is a developmental position. The incumbent will develop skills through on-the-job training and courses that will aid the accomplishment of Directorate/Project objectives.

#### **Core Requirements**

As Resources Analyst, the incumbent serves as a senior member of a Financial Team with full responsibility for all aspects of Project budget and accounting system, operations related to planning, analysis, formulation, justification, presentation, execution, and review of multiyear program operations for the development and procurement of major spacecraft systems.

1. Establishes systems and analysis techniques for the effective monitoring of financial progress and status of contractors and universities.
2. Provides guidance and advice to program and line managers on the interpretation of budget estimates and the formulation of budget requests:
  - Interprets Agency, Office of Management and Budget (OMB), Congressional policies, and Center financial regulations for the justification and submission of budget estimates.
  - Reviews long-range budgetary and program requirements to assure conformance with Agency and Congressional policy and modifies budget estimates as necessary to comply with changes in technology and/or program direction.
3. Responsible for budgeting and accounting for complex funds involving reimbursements from other Center projects, other NASA Centers, private industry corporations, and both domestic and foreign governmental elements.
4. Provides financial analysis to evaluate and interpret operating results and recommends corrective actions where necessary. He/she interrelates all events for their effect on financial resources and, in addition, provides explanation of “planned” versus “actual” mission cost variances. Discusses deviations with cognizant personnel and follows up to completion of corrective action.
5. Coordinates and prepares, within his/her area of responsibility, the semi-annual Program Operations Plan (POP). Advises Project management regarding such matters as cost trends, excessive fund usage, manpower analysis, overhead or other charges.
6. Serves as a Project financial management representative of Source Selection Committees established for evaluation of proposals of major satellite and/or systems contracts. Represents the Financial Manager as member of Contract Negotiating Teams established to

conduct formal negotiations of contracts. These contracts may be of an extremely complex nature involving large expenditures or aerospace research and development.

7. Responsible for miscellaneous financial support duties such as:
  - Providing cost accrual report for incorporation in official Center records.
  - Specifying financial report content pursuant to 533 report series and any unique requirements of applicable contract.
  - Serving as financial consultant for technical and special ad hoc working groups to expedite resolution of spacecraft/space vehicle development or schedule problems.
8. Performs research and task analysis. The incumbent, operating under the general guidance of the Financial Manager or the Deputy Project Manager/Resources, develops research data upon which manpower and fiscal requirements will be based.
9. Procurement coordination. The incumbent, with the Resources Officer, is required to be cognizant of the status of individual procurement actions and to provide the financial support to procurement actions for other members of the Project.
10. Reviews and evaluates contractor performance and cost projections, and analyzes financial report data, including evaluation and analysis of PMS reports.
11. Pricing. Evaluates complex cost proposals for spacecraft systems, experiments and support functions and the establishment of cost/price objectives for contract negotiations. Conducts numerous and diverse cost studies for a variety of decision-making processes, such as the decision to contract for support services or to use Civil Service personnel. Examples of specific duties include: preparing cost portion of RFPs; analyzing proposals; performing contractor audits; participating in negotiations; performing cost comparison studies; and issuing special reports as requested/required.

### **Other Information**

#### ***Knowledge Required by the Position***

1. Knowledge of (1) the concepts, theories, principles, and practices of accounting, budgetary control, and financial analysis, and (2) principles governing business transactions and business relationships.
2. Knowledge of fundamental and diversified accounting concepts, theories and relationships, and the ability to apply them to theoretical and practical financial problems with versatility, judgment, and depth and breadth of perception.

3. Basic foundation and/or applied courses in other disciplines such as, economics, statistics, business management, principles or general management, etc.
4. Broad knowledge of the Federal budget process and the NASA/GSFC planning/programming/budgeting financial management system.
5. Ability to develop, apply, monitor, and adjust financial and budgetary plans, policies, and activities to attain Agency objectives.
6. Ability to establish and maintain effective working relationships with management and other people.
7. Ability to make oral and written presentations to Project, Center, or NASA Headquarters management in a clear and concise manner.
8. Ability to review, evaluate, and analyze contractor performance in implementing contractual budgetary requirements and cost projections, including PMS reports.

### ***Supervisory Controls***

The incumbent works under the general supervision of the Deputy Project Manager/Resources (DPM/R). The supervisor defines objectives, priorities, and deadlines. The incumbent interprets established policies concerning the allocation and distribution of funds. If problems arise, the supervisor is consulted for guidance with recommendations made by the incumbent. Completed work is evaluated on the basis of results achieved, i.e., the extent to which advice, analysis, and recommendations meet the budgetary and financial needs of the organization assigned.

### ***Guidelines***

Formal guidelines consist of: accounting principles and standards promulgated by the OMB, the GAO, and the U.S. Treasury Department. NASA policies and regulations (NASA Policy Directives, Procedures and Guidelines, and Financial Management Manual), related reference materials, such as NASA procurement regulations, manuals governing contractor operations, and the GSFC pricing manual.

The nature of the Program requires that considerable resourcefulness be exercised in adapting the generalized policy guidance. As required, specific guidelines and policy for financial operations will be developed jointly by the Financial Manager and the incumbent.

### ***Complexity***

With regard to research tasks, there is a paucity of historical resources data and each major directorate assignment (which gets exposure at NASA's highest level) requires innovative reconstruction of fiscal trends, etc.

Work also involves reviewing budget estimates, financial statements, and reports from contractors, and overall program plans for budget development. Duties also include monitoring and controlling of obligations and expenditure of funds, monitoring of contractor progress, and reporting to Project management on status of program funding to attain Program and Agency objectives. These tasks require continual development of new budgetary data with consideration as to conflicting and budgetary requirements (such as cost increases, equipment modifications, materials reduction, or vehicle launch schedule changes).

Recommendations regarding financial activities are complicated by the need to coordinate actions within and outside the Agency (such as with other agencies, private industry elements, or foreign government users). In addition, it is frequently necessary to make modifications to the Project budget within short time frames.

### ***Scope and Effect***

The purpose of the work is to provide budgetary and accounting support for the development, acquisition, and launch of a flight mission. Recommendations and decisions made by the incumbent facilitate cost effective achievement of Agency program goals.

Analyses and recommendations have a direct effect on the amount and availability of funding for a program, which is an integral part of the national space program. Systems budgeted and accounted for are national and international in scope (used by other agencies, private industry, and/or foreign governments) and, as such, warrant the continual attention of Congress and frequent coverage by the news media.

### ***Personal Contacts***

The incumbent has telephone and face-to-face contacts on a regular basis with representatives of private industry contractors and a large scientific community.

He/she also has frequent contacts in formal budget planning conferences with the Financial Manager, DPM/R, Deputy Project Manager, and Project Manager.

In addition, the incumbent participates in meetings with program managers who have decision and policy-making authority for other subordinate organizational elements.

### ***Purpose of Contacts***

Contact with contractors and the scientific/academic community and their representatives are for the purpose of obtaining their compliance with budget and program schedules concerning the manufacture and delivery of scientific instruments and spacecraft systems.

Meetings with management officials to assist in applying financial data to resolving management problems.

In meeting with program managers, the incumbent makes suggestions and recommendations for contribution to the decision-making process. He/she recommends solutions when available resources data disclose unfavorable situations/trends.

***Physical Demands***

Typical office work is required, primarily sedentary in nature. This includes working at a desk, attending meetings and conferences at GSFC, NASA Headquarters and other Centers, and at contractor facilities. No special physical demands are required.

***Work Environment***

The work is performed in an office that is properly heated, lighted, and ventilated. The normal work environment involves normal safety precautions typical of such places as offices, meeting rooms, etc.